

OFFICE OF THE STATE PUBLIC DEFENDER

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Case Information Management Project (CIMP)

Update provided to the
MONTANA PUBLIC DEFENDER COMMISSION

June, 2007

GOALS AND OBJECTIVES

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Define the business processes and the information requirements to:

- ✓ Implement best work practices system-wide.
- ✓ Write procedures to standardize case processing.
- ✓ Standardize input to software.
- ✓ Provide required and desired reporting.

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Define the Case Management System requirements to:

- ✓ Recommend near-term changes/costs to the Steering Committee to implement JustWare correctly and implement the approved changes.
- ✓ Develop and issue a Request for Proposal (RFP) for a next generation system.

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Establish a training program to:

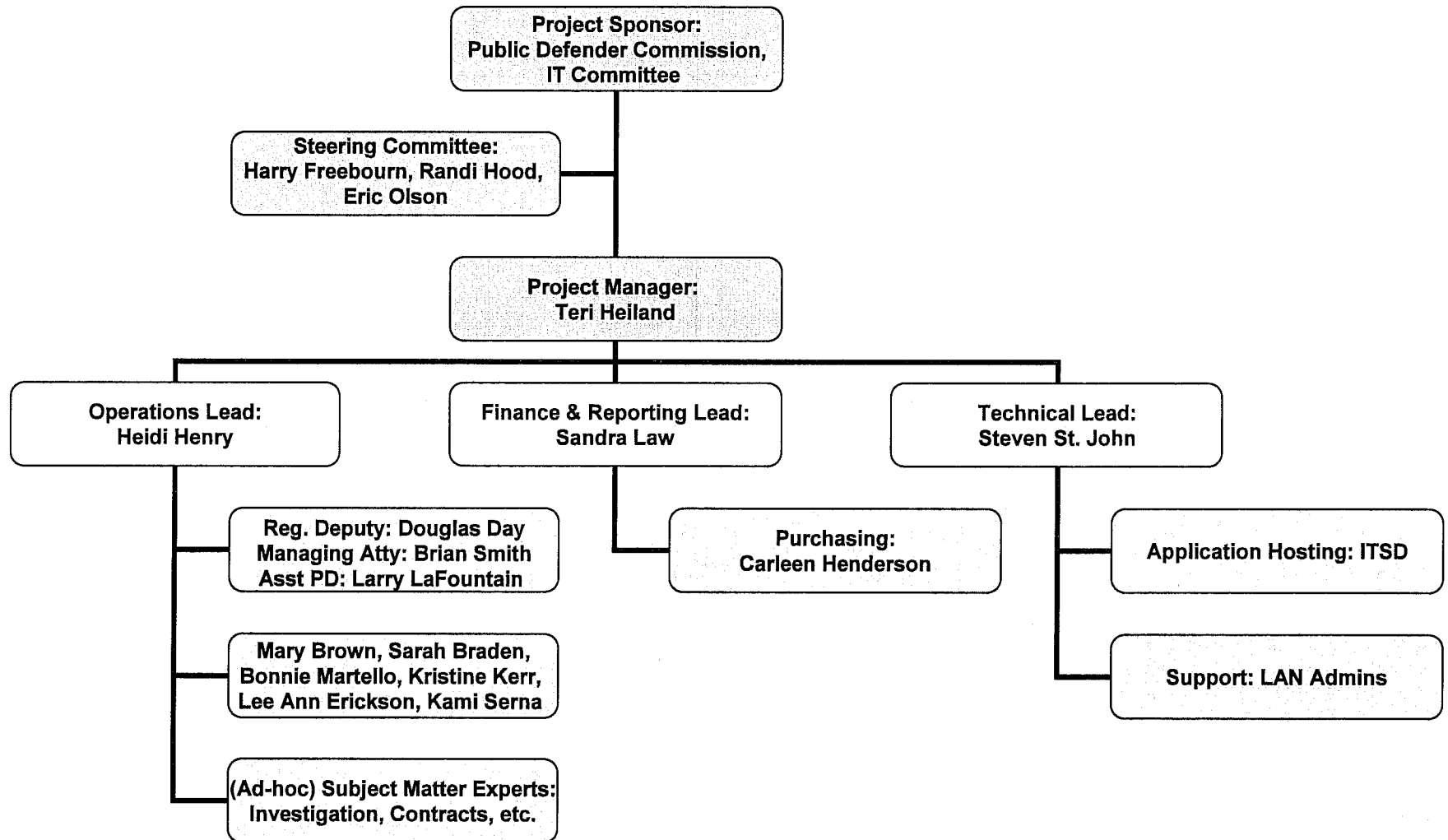
- ✓ Communicate case information management rules.
- ✓ Provide users the knowledge on how to use tools.

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Establish a central office function to:

- ✓ Administer the system.
- ✓ Provide ongoing "how to" support.
- ✓ Develop custom documents and reports.
- ✓ Establish standards and processes for case information.
- ✓ Prepare for the next generation system.

PROJECT TEAM



PROJECTED NEW DAWN COSTS

■ Purchase 146 additional licenses	\$96,435
■ We have 39 existing licenses	
■ Install/configure system to follow our rules	\$53,250
■ Statewide Training	\$21,060
■ Project Management	\$12,660
■ Develop time tracking	No Charge
■ Total	\$183,405
■ Est. annual maintenance/support (185 licenses)	\$50,000

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ESTIMATED ADDITIONAL COSTS

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■ Travel costs for our employees	Minimal
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■ Software hosting – ITSD	\$25,000
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■ If necessary	
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ESTIMATED TIME LINE

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■ Define Business Processes

March 5 – April 12

■ Issue request for bid

April 13

■ Receive bid

May 1

■ Develop contract

May 1 – June 29

■ Sign contract

June 29

■ Basic reports to regions

By July 1

■ Basic reports to central office

By July 1

■ Install & testing

July 11- October 1

■ Training & go live

October 1 – 31

■ Install time keeping

January 3, 2008

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FUTURE

- Issue RFP – November 2007
- Budget item to Governor's Budget Office – May 2008
 - Supported by RFP information
- Legislative Appropriation Process – January - April 2009

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